

## ADMINISTRATIVE CODE – CHAPTER 6

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## CHAPTER 6 - ADMINISTRATIVE CODE

Section 6-101. STATEMENT OF INTENT. This ordinance shall be known as the administrative code of the City of Brooklyn Center.

Section 6-102. ADMINISTRATIVE ORGANIZATION. The administrative services of the City shall be divided into such departments as may be established by resolution of the City Council upon recommendation of the city manager. Pursuant to the City Charter, the following offices are created in addition to any offices that may be provided for by resolution:

City Manager  
City Clerk  
Director of Finance/City Treasurer  
Chief of Police  
Fire Chief

Section 6-103. AUTHORITY, DUTIES, AND RESPONSIBILITIES OF THE CITY MANAGER. The city manager shall be the head of the administrative branch of the City government and shall be responsible to the City Council for the proper administration of all affairs relating to the City. The city manager shall have the authorities, duties, and responsibilities conferred upon the city manager by law, the City Charter and City Ordinance not inconsistent with the City Charter.

6-103.10. Acting City Manager. Unless otherwise specified by the City Council, the city manager shall designate a member of city staff to act on behalf of the city manager in the city manager's absence. If the city manager's absence is due to suspension, disability, or vacancy in the office of city manager, the office shall be performed by some properly qualified person designated by the City Council as acting manager.

Section 6-105. FUNCTIONS, DUTIES, AND RESPONSIBILITIES OF THE OFFICE OF THE CITY CLERK. The office of the city clerk shall be administered by the city clerk who shall be responsible to and appointed by the city manager. The city clerk or the city clerk's designee shall act as secretary of the City Council. The city clerk shall have duties and responsibilities in connection with the keeping and maintaining of the City records and such other duties and responsibilities as may be assigned by the city manager and the provisions of the City Charter.

6-105.10. Duties and Appointment of Deputy City Clerk. The deputy city clerk shall, in the absence of the city clerk, perform all duties normally performed by the city clerk. The deputy city clerk shall be appointed by the city manager.

Section 6-112. DUTIES, APPOINTMENT, AND RESPONSIBILITIES OF THE DIRECTOR OF FINANCE /CITY TREASURER AND DEPUTY CITY TREASURER.

6-112.10. Responsible to City Manager. The director of finance/city treasurer shall be appointed by the city manager and shall be responsible to, and under the supervision of, the city

manager for the management and administration of the department of financial services and city treasurer's office.

6-112.15. Accounting Methods. All books and records shall be maintained in accordance with generally accepted accounting principles as set forth by the Government Accounting Standards Board, and in accordance with classifications prescribed by the State Public Examiner's Office wherever practicable.

6-112.20. Duties. The director/treasurer shall be financial advisor to the city manager, and shall assist the city manager in the preparation and presentation of the annual budget. The director/treasurer shall have duties and responsibilities in connection with the disbursement and custody of public funds.

6-112.30. Financial Procedures. The director/treasurer shall be responsible for the application of approved financial and accounting procedures and methods employed within the department, and shall recommend to the city manager accounting procedures to be adopted by all administrative departments.

6-112.40. Reports. The director/treasurer shall prepare, or supervise the preparation of, all reports requested of the director/treasurer by the city manager or that are required by law.

6-112.50. Additional Duties. The director/treasurer shall perform any additional duties that may be assigned from time to time by the city manager and by the provisions of the city charter.

6-112.60. Duties and Appointment of Deputy City Treasurer. The deputy city treasurer shall, in the absence of the treasurer, perform all duties normally performed by the city treasurer. The deputy city treasurer shall be appointed by the city manager.

Section 6-116. DUTIES, APPOINTMENT, AND RESPONSIBILITIES OF THE CHIEF OF POLICE.

6-116.10. Responsible to City Manager. The chief of police shall be appointed by the city manager and shall be responsible to the city manager for the enforcement of all laws and ordinances in the City, and for the administration and management of the police department, and shall be under the supervision of the city manager.

Section 6-124. ADMINISTRATIVE POLICY.

6-124.10. General Duties of Officers. Each officer listed in Section 6-102 of this code or established by resolution shall perform all duties required of his or her office by State law, City Ordinances, City Charter, and the city manager.

## Section 6-125. APPLICANTS FOR CITY EMPLOYMENT

Subdivision 1. Purpose. The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's Computerized Criminal History information for specified non-criminal purposes of employment background checks for the positions described in Subdivision 2.

Subdivision 2. Criminal History Employment Background Investigations. The Brooklyn Center Police Department is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants for the following positions within the city, unless the city's hiring authority concludes that a background investigation is not needed: All regular part-time or full-time employees of the City of Brooklyn Center and all City volunteers who work with children or vulnerable adults.

In conducting the criminal history background investigation in order to screen employment or volunteer applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Police Department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department to the hiring authority, including the City Council, the City Manager, or other city staff involved in the process of hiring employees or selecting volunteers.

Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minnesota Statutes, Chapter 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minnesota Statutes, Section 364.09, the city will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor for which a jail sentence may be imposed. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

- a. The grounds and reasons for the denial.
- b. The applicant complaint and grievance procedure set forth in Minnesota Statutes, Section 364.06.
- c. The earliest date the applicant may reapply for employment.
- d. That all competent evidence of rehabilitation will be considered upon reapplication.

Section 6-126. REPEAL. The provisions of Chapter 6 of the Ordinances of the City of Brooklyn Center as originally adopted on June 22, 1964, as amended are hereby repealed, and this ordinance shall hereafter be known as Chapter 6 of the City Ordinances and the sections of this ordinance numbered therein as designated.

Section 6-127. EFFECTIVE DATE. This ordinance shall be effective from and after its passage and publication and upon conversion from Village to City government.